
Receptionist / Administrative Assistant (Sandy Springs)



750 Hammond Drive, Sandy Springs, GA 30328

We are a niche CPA firm providing tax, accounting and financial planning advisory services to our closely held business, high-net worth, high-income clients.

- Answering phones (must have a friendly phone presence)
- Ensure reception area and conference rooms are tidy and presentable
- Receive, document, organize and mail out documents by following established guidelines and procedures.
- Word Processing (type, edit, format documents) and Data Entry
- Process client bills and invoices
- Periodic errands to post office
- Carry out a variety of administrative duties as assigned

Qualifications:

- Well versed in MS Excel and Outlook
- Bachelor's (Preferred)

\$40,000 - \$50,000 a year

Apply Online at: <https://indeedhi.re/3wEt3OR>

Source: Indeed

Administrative Assistant (Buckhead)



Realty Trust Group, LLC

1100 Johnson Ferry Rd NE Suite 400 Atlanta, GA 30342

The Administrative Assistant is responsible for supporting several members of the leadership team on various initiatives, both administrative and client related, and preparing documents and presentations for final production.

- Extensive use of Microsoft Office with special focus on Outlook calendar usage, processing documents, and the creation, linking, and/or updating of spreadsheets.
- Draft, file and retrieve letters, reports, and other documents.
- Produce information, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintain appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Schedule and initiate telecommunications/conference calls and videoconferences.
- Assist with internal/external meetings, scheduling, organizing, setting up meals, preparing material, and clean-up of meeting location.
- Manage travel arrangements and related expenses for the leadership team.
- Prepare necessary materials for appointments, meetings, and telephone calls.
- Open, sort, and distribute incoming correspondence.

Qualifications:

- High school degree required, Associate's or Bachelor's Degree preferred.
- 3-5 years' experience in a similar position if the education requirements are not met. Internship or related work experience are preferred.
- Competence with relevant software including Outlook, MS Word, PowerPoint, Excel, InDesign, Adobe Creative Suite, or similar graphic design platform.

\$40,000.00 - \$50,000.00 per year

Apply Online at: <https://indeedhi.re/3afFwRT>

Source: Indeed

Administrative Assistant (Brookhaven)



4151 Ashford Dunwoody Rd 6th floor, Atlanta, GA 30319

Provide administrative support handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Also generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.

- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Greet visitors and determine whether they should be given access to specific individuals.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.

Qualifications:

- Employee must have experience working with Microsoft Office software applications, including Outlook, Excel, and Word.
- At least 1 year of administrative experience required.
- College degree or similar work experience preferred.

Apply Online at: <https://bit.ly/38ze8xl>

Source: Employer Website

Bridal Checkout Clerk PT (Sandy Springs)



6021 Sandy Springs Cir, Atlanta, GA 30328

Responsibilities:

- Bridal Data Entry
- Typing detailed notes for purchase orders
- Addressing customer concerns
- Display product knowledge
- Answering Multiple Lines
- Taking payments over the phone
- Issuing proper paperwork

Qualifications:

- At least 1 year of customer service experience
- General computer knowledge
- Competent typing skills

\$15 an hour

Apply Online at: <https://indeedhi.re/3lut5nC>

Source: Indeed

Posted 5/22/2022

Front Office Receptionist (Alpharetta)



2001 Westside Pkwy Suite 240, Alpharetta, GA 30004

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure reception area is tidy and presentable
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

\$15 - \$17 an hour

Apply Online at: <https://indeedhi.re/3sIcXTq>

Source: Indeed

Posted 5/22/2022

Talent Acquisition Coordinator (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

The Talent Acquisition Coordinator Responsible for assisting the recruiters and hiring managers with tasks and activities throughout the hiring lifecycle.

- Managing screening / interviewing logistics, utilizing applicable TA technologies, initiating and monitoring pre-hire diligence, issue triage and resolution, referral payout processing, etc.
- Ensures a positive, seamless talent acquisition process for all internal partners, stakeholders, and candidates.
- Ensures seamless end-to-end TA experience for candidates.
- Triage key issues that arise during the recruitment process.
- Drives root cause analysis for issues that arise during the recruitment process.
- Utilize available talent acquisition technologies to manage logistics and scheduling for phone screens, teleconferences, and in-person interviews for all participants.
- Distributes requisite tools and templates to support the evaluation process.
- Updates all talent acquisition process and policy documentation as requested.
- Oversee planning and logistics of recruiting events such as open houses and career fairs.
- Supports recruiter in creating and sending offers and contracts to the candidate.
- Initiates and monitors pre-hire diligence, including background checks and drug screens.

Qualifications:

- Requires a high school diploma and a minimum of 3 years administrative experience; or any combination of education and experience, which would provide an equivalent background.
- BA/BS strongly preferred. Experience with Candidate Relationship Management Software (CRM) and Applicant tracking system experience strongly preferred.

Apply Online at: <https://bit.ly/3adiuuV>

Source: Employer Website

Receptionist (Perimeter)



Regional Headquarters

Three Ravinia Drive Suite 100 Atlanta, GA 30346

Responsibilities:

- Receive visitors (i.e. vendors, applicants, clients, etc.) as appropriate.
- Respond to visitors' routine inquiries, complaints; refer complex problems to manager; notify appropriate parties of guests or deliveries.
- Maintain current knowledge of the Company's internal organizational changes and structure.
- Ensure that lobby reception area is neat and presentable at all times; serve as host/hostess and ensure beverages are available for guests.
- Schedule Lobby conference rooms as needed.
- Responsible for validating parking passes as appropriate.
- Responsible for processing name badges for guests and visitors.

Qualifications:

- At least one year as a receptionist or customer service representative in a corporate environment.
- Basic knowledge of PC software. Ability to type at least 45 wpm.

Apply Online at: <https://bit.ly/3PvyCYA>

Source: Employer Website

Corporate Receptionist / Administrative Assistant (Perimeter)



1040 Crown Pointe Parkway, Atlanta 30338

Responsibilities:

- Front Desk Management
- Mailroom Management and Shipping Services
- Meetings, Lunches, and Executive Support
- Other Administrative Tasks

Qualifications:

- Secondary Education Diploma or GED equivalent and previous experience.
- Must possess at least one year experience.

Apply Online at: <https://bit.ly/3woQI72>

Source: Employer Website

Travel Administrative Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

The Travel Administrative Coordinator (TAC) provides administrative support to the Travel Services division. The TAC is responsible for reconciling the travel credit cards. This may include collecting hotel folios, air and auto rental receipts and matching them to credit card charges. The TAC will also send credit card authorizations to hotels to confirm travelers' reservations. They will also be responsible for coordinating with our Accounting Department to ensure all required documents have been received. This associate will process miscellaneous requests from the Travel Services Team as well as any special projects as assigned.

Qualifications:

- High School graduate, college training preferred.
- 6 months to 3 years of customer care/support experience.
- Previous experience in billing or accounting helpful, but not required.
- Working knowledge of Microsoft Office products (Word, Excel, PowerPoint)

Apply Online at: <https://bit.ly/3MvLCvE>

Source: Employer Website

Front Desk Receptionist PT (Sandy Springs)



8 Concourse Pkwy, Atlanta, GA 30328

Perform hospitality desk duties to ensure efficient operations while also acting as the scheduling and information hub to members for all club services and activities.

Qualifications:

- Minimum of six months of customer service experience.
- High School Diploma or equivalent (GED) and basic computer skills.

Part-time/Schedule Monday - Thursday 5:30 PM - 9:00 AM,
Sunday 1:00 PM - 6:00 PM

Apply Online at: <https://indeedhi.re/3ws6DBP>

Source: Indeed

Posted 5/22/2022

Facilities Coordinator (Sandy Springs)

INSPIRE



Inspire Brands Support Center

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Retrieve, and sort USPS Mail, into departmental mail slots in the mail room. Receive, log, and deliver each FedEx and UPS incoming package to Inspire employees in the Support Center as well as employees in the field. Process all outgoing USPS Mail.
- Stock break rooms with paper plates, cups, coffee, and other supplies. Manage inventory of supplies closets. Stock and maintain Coca-Cola dispensers and coffee brewers daily.
- All storage areas used by our department must remain neat and organized including Admin Services storage closets, Test Kitchen Walk-in Cooler, Walk-in Freezer, and Dry storage areas
- Act as first responder to troubleshoot problems with copier, printers, office equipment and any other request sent to the Administrative Services team located at 3 Glenlake.
- Perform daily floor walks. Ensure that the building meets the highest standards. Ensure all repair needs get addressed and entered in Angus as needed.
- Aid employees that are relocating from one location to another within Inspire Brands portfolio of assets.
- Help set up and break down for all conferences and meetings
- Assist with positively resolving team member service requests sent to the Administrative Services Team. Forward appropriate items to landlord for resolution and follow up to ensure satisfactory resolution.

Qualifications:

- Required Minimum: High School Degree
- Preferred: Two years college (Associates Degree) or equivalent work experience
- Required Minimum: Two in administration/customer service environment

Apply Online at: <https://bit.ly/38EXyw9>

Source: Employer Website

Corporate Receptionist / Administrative Assistant (Chamblee)



Gray Television

4370 Peachtree Rd NE # 400, Atlanta, GA 30319

Gray Television, Inc. is looking for a Receptionist/ Administrative Assistant who is responsible for performing clerical tasks within the corporate office setting to support daily operations. Their duties include providing additional administrative and clerical support for the executive office as needed, update and maintain corporate and station employee contact database answering and transferring corporate phone calls, sorting, and delivering mail to employees, pro-active, thinking outside of the box and willing to tackle projects outstanding and providing supplies to staff.

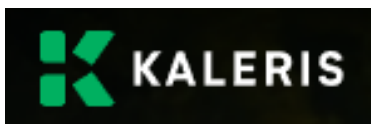
[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3FVxjOl>

Source: Employer Website

Posted 5/22/2022

Executive Assistant (Alpharetta)



3460 Preston Ridge Rd Ste 225, Alpharetta, GA 30005

Responsibilities:

- Organizes and expedites flow of work and manages complex calendars for the senior executive and others as time permits.
- Schedules & attends meetings as needed, prepares and disseminates agendas, noting action items, disseminates meeting minutes and follow-up on action items as required.
- Ensures and maintains confidentiality of all appropriate communications and documentation.
- Event/meeting planning (small and large scale) to include venue selection, AV, food/beverage.
- Coordinates domestic and international travel and required documentation.
- Perform a variety of accounts payable and/or receivable activities, including: preparing check requests, preparing expense reports, purchase orders, processing invoices and/or other related activities.
- Provides routine to moderately complex administrative support for the operations and procedures of the senior executive's organization. Prepares special reports that require gathering, comparing and summarizing data. Organizes and maintains files, correspondence & records. Handles and frequently accesses highly confidential and sensitive information. Initiates follow-up action.
- Receives and screens telephone calls, correspondence and/or visitors. Answers routine questions and provides information related to general department operations, policies and procedures using discretion for matters pertaining to confidential or sensitive information.

Qualifications:

- Proven mastery of MS Office applications including Outlook, Word, PowerPoint, and Excel and other technology tools and systems (Zoom, Teams, HRIS, expense tools, etc.)
- Minimum of 5 years administrative experience in high tech industry.

Apply Online at: <https://bit.ly/3Mw6eUo>

Source: Employer Website

Concierge PT (Sandy Springs)



8592 Roswell Road, sandy Springs, GA 30350

The Concierge will be greeting potential residents, families, visitors, managing both external and internal calls, taking and communicating messages. The Concierge provides an overview of community information to those inquiries in support of the marketing and sales efforts.

- Monitoring the Bistro area for refreshments, music, cleanliness
- General administrative duties
- Welcoming and support the hospitality of a Sunrise community
- Assist with resident emergency responding

Qualifications:

- A high school diploma or GED is required
- Proven experience in a customer service role is also required
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel as well as the ability to learn new applications

Apply Online at: <https://bit.ly/3wA0Uc0>

Source: Employer Website

Administrative Assistant III (Buckhead)



3455 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Role primarily provides support for Business Banking Executive
- Supports the broader team of Business Banking Relationship Managers
- Acts as a liaison between Executives and Lines of Business
- Coordinates internal/external meetings and conference calls
- Handles a high volume of calls, emails and requests; interacts with high level business leaders in a professional and effective manner
- Maintains detailed calendars and prioritizes meeting requests and related logistics. Coordinates travel arrangements and processes expense reports in a timely manner according to policy
- Responsible for general administrative duties, ad-hoc projects, committees and or group events
- Maintains an understanding of our policies and procedures, serving as a resource and subject matter expert for the team
- Stays current on a variety of software programs while consistently striving to develop and advance skills

Qualifications:

- Advanced skills in Outlook and other MS Office programs (Excel, Word, PowerPoint, Visio) - Must take Microsoft assessment in Excel, Word and PowerPoint. Must be well versed in Concur or other Travel & Expense software.
- Knowledge of the Business Banking a plus
- Bachelors/Undergraduate degree preferred

Apply Online at: <https://bit.ly/3wFWUq7>

Source: Employer Website

Human Resources Coordinator (Dunwoody)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

Working closely with the Corporate Human Resources and Legal departments, the selected candidate will be responsible for the coordination and administration of all HR functions and processes of the district, including employee recruitment and selection, employee relations, benefits and employee development activities.

- Serve as a liaison between the district and Corporate Human Resources/Legal department
- Ensure the district is in compliance with current rules and regulations on all HR/Legal functions
- Manage hiring needs and coordinate travel for the district
- Conduct biweekly New Employee Orientation for the district
- Coordinate with Human Resources to handle disciplinary issues within the district
- Work with HR and local managers/supervisors to ensure performance evaluations are completed correctly and in a timely manner
- Ensure all employees are properly enrolled for all available benefits
- Communicate with Corporate HR/Legal on ADA, FMLA, EEOC, Worker's Compensation and Unemployment claims within the district
- Coordinate pre-employment and random drug screenings
- Travel within the district to facilitate Human Resources matters

Qualifications:

- Associate's degree. Bachelor's degree preferred.
- Two years of previous human resources experience
- Valid driver's license.

\$19.25 - \$21.18 an hour

Apply Online at: <https://bit.ly/39vZhUJ>

Source: Employer Website

ClubLife Concierge (Buckhead)



3344 Peachtree Rd NE Suite 2600, Atlanta, GA 30326

Responsibilities:

- Direct Members and Guest to their destinations within the Club, provide business and concierge services to our Members, and be proactive in creating Magic Moments
- Inform Members and guests of Club services, features, upcoming events, room locations, and amenities both in person and over the phone
- Assist Members in providing information for and scheduling appointments and reservations for Club programs and services in accordance with Club standards
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris. Ensure supplies that may be needed by Members/Guests are stocked such as pens, notepads, etc.
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services, owning the request from start to finish
- Assist Member Experience initiatives such as, but not limited to, Club Newsletter, Message on hold and the website calendar and various other projects including event announcements, outbound calls to Members other marketing collateral to promote Member Services at the Club, always keeping materials current
- Seat guests

Qualifications:

- Minimum of one-year experience in hospitality business or a similar role
- Competent working with Microsoft Office Suite, including Word, Outlook, and Excel

Apply Online at: <https://bit.ly/3G2psi3>

Source: Employer Website

Loaner Coordinator (Chamblee)



5675 Peachtree Blvd, Atlanta, GA 30341

Responsibilities:

- Assist customers with vehicle drop-off and pick-up.
- Manage the administration of loaner vehicles to customers as well as the flow of our loaner fleet.
- Adds and removes loaner vehicles to Fleet Management Software as necessary.
- Complete all necessary paperwork, explain loaner policies and procedures, and obtain all appropriate customer approvals.
- Enter loaner car data, license, and insurance information into the computer and create contract.
- Prepare loaner car reports and track whereabouts and turnover time on loaner vehicles every day.
- Check-in returned cars, inspect for damage, secure mileage, and close agreement.
- Arrange for repairs of damaged or malfunctioning cars.
- Send weekly "Out of Service" report for vehicles damaged or malfunctioning.
- Send weekly "Fleet Audit Report" stating current status of every vehicle.
- Ensure that cars are clean and operable before delivery to client.
- Assist with meeting and greeting service customers promptly in a professional and courteous manner, if needed.
- Collect the customer's information one day prior to a curbside reservation.
- Maintain the GPS trackers for all vehicles, which includes installations and removals.
- Handle the collection of any charges, fines or tolls from customers.

Qualifications:

- Maintain a valid Georgia driver's license and a clean driving record
- Excellent working knowledge of Microsoft Excel

Apply Online at: <https://bit.ly/3PvKj1x>

Source: Employer Website

Executive Assistant (Sandy Springs)



5 Concourse Pkwy Building 5 Suite 2625, Atlanta, GA 30328

Responsibilities:

- Proactive assistance with Executive Team calendar & email management.
- Manage travel and expense reporting, coordination and maintenance
- Assist Executive Team coordinate virtual and in person meetings
- Assist with administrative requests from Executive Team

Qualifications:

- Basic Microsoft Office Skills

Apply Online at: <https://bit.ly/3yJETKo>

Source: Employer Website

Executive Assistant to the Head of School (Roswell)



300 Grimes Bridge Rd, Roswell, GA 30075

Responsibilities:

- Serve as primary administrative support for head of school
- Prepare for and attend board meetings, take minutes at full board and committee meetings, and maintain an annual record of board business and actions (electronic)
- Create and maintain electronic files for essential school documents
- Organize and manage school events and activities
- Prepare and manage the school calendars
- Manage and coordinate Swift Parent Association and other volunteers as needed
- Communicate as directed and draft correspondences to various constituencies
- Maintain the head of school's calendar and schedule the head's appointments
- Electronically prepare the head's weekly agenda
- Manage head of school's inflow of mail and email and assist with correspondences
- Utilize constituent database (currently Raiser's Edge) and update as appropriate
- Assist other school administrators in keeping handbooks for parents, students, and faculty up to date
- Conduct research as directed

Qualifications:

- Bachelors' degree
- Knowledge of Microsoft Office Suite

Apply Online at: <https://indeedhi.re/3sH5mo0>

Source: Indeed

Receptionist (Sandy Springs)



8601 Dunwoody Pl, Sandy Springs, GA 30350

Responsibilities:

- Answer and direct all incoming calls, taking and relaying messages as needed.
- Monitor the activity in the lobby and greet all outside parties that enter the office.
- Retrieving and distributing mail.
- Respond to inquiries sent through email
- Removing properties from marketing websites as requested by leasing agents and saving pictures on cloud drive.
- Filing, making folders and copies of signed leases and payments as necessary.
- Make bandit signs for properties as requested.
- Provide assistance throughout the office, as needed, including covering for the mail room and reserving conference rooms.

Qualifications:

- High school diploma or equivalent.
- Minimum 1 year related experience
- Ability to use a computer proficiently, including Microsoft Outlook, Word, Excel and PowerPoint.

Apply Online at: <https://bit.ly/3yJGAHK>

Source: Employer Website

Administrative Assistant (Perimeter)



5 Concourse Pkwy #2500, Atlanta, GA 30328

The Atlanta-based Administrative Assistant will serve as the primary support for the Atlanta Leadership team.

- Maintain calendars, and schedule meetings and appointments.
- Arrange domestic and international travel
- Prepare expense reports for P-Card utilizing the company's electronic expense report program, Certify.
- Maintain inventory of office supplies; orders new supplies as needed. Maintain proper inventory for break area replenishment.
- Facilitate the maintenance of office equipment including cleaning, and repairs.
- Compose, copy, and distribute routine correspondence and memoranda, reports, documents, and printed forms.
- Set up, organize, automate, and maintain correspondence files and other departmental records.
- Coordinate details of on-/off-site department and management team meetings, conferences, seminars and company events. Manage catering needs.
- Assist in the preparation of department/corporate presentations by compiling and preparing materials as needed.

Qualifications:

- Five (5) or more years of administrative support experience with duties having included administrative and clerical procedures as well as some accounting knowledge.
- Strong proficiency with MS Office Suite programs (MS Word, Excel, PowerPoint, and Outlook)
- Experience with databases and maintaining on-line shared systems.

Apply Online at: <https://bit.ly/3MsIAIp>

Source: Employer Website

Administrative Assistant (Buckhead)

BlackRock

3455 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Provide daily administrative support to assigned Managing Directors and Directors of a team in an efficient, detail oriented, and proactive manner
- Have heavy interaction with senior management and their assistants
- Maintain busy calendars, including scheduling meetings, meeting and greeting visitors and clients, answering phones, coordinating conference rooms and meal arrangements
- Handle complex travel itineraries including airline reservations, hotel accommodations, car rental reservations, car service arrangements and driving directions as needed
- Be responsible for the daily schedule of one or more individuals, anticipate necessary background material, directions and other items required for each activity on the schedule
- Process and track expense reports and reimbursements
- Produce letters, memoranda, presentations, reports, etc. as necessary
- Proofread documents for appropriate grammar, punctuation and spelling
- Assist in presentation preparation
- Provide core administrative support such as faxing, filing, and copying

Qualifications:

- A college degree is preferred, or equivalent experience

Apply Online at: <https://bit.ly/3wvJtKE>

Source: Employer Website

Administrative Assistant (Sandy Springs)



6065 Roswell Rd. #450 Atlanta, GA 30328

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

\$15 an hour

Apply Online at: <https://indeedhi.re/3wtT3Of>

Source: Indeed

Executive Admin Assistant (Sandy Springs)



5788 Roswell Rd NE, Atlanta, GA 30328

The assistant provides high-level, confidential administrative support to the office of the CEO.

- Preparing reports, memos, letters, and other documents
- Answering phones and routing calls to the correct person or taking messages
- Filing and retrieving corporate records, documents, and reports
- Researching and collecting data to prepare documents for review and presentation by C-level employees
- Helping to prepare for meetings
- Accurately recording minutes from meetings
- Greeting visitors and deciding if they should be able to meet with executives
- Using various software, including word processing, spreadsheets, databases, and presentation applications
- Reading and analyzing incoming memos and submissions to distribute them as needed
- Making travel arrangements for executives
- Performing office duties that include ordering supplies and managing a records database

Qualifications:

- Proven experience as an executive assistant or other relevant administrative support
- In-depth understanding of entire MS Office suite; familiarity with G-Suite a plus
- Associate or higher degree preferred

Apply Online at: <https://bit.ly/3a2joKo>

Source: Employer Website

Executive and Personal Assistant to CEO (Alpharetta)



5000 Avalon Blvd Suite 5250, Alpharetta, GA 30009

Responsibilities:

- To be the gatekeeper for all communications with the CEO, effectively triaging all incoming calls, emails, tasks, from vendors, customers, management, and other requests; prioritizing them and directing them to the appropriate channels
- Fully accountable for managing the CEO's schedule/calendar, keeping the CEO informed, organized, and prepared for the week, reminding the CEO of important tasks and deadlines
- Manage the travel budget and book all executive air travel, land transport, and accommodation as well as communicating those arrangements with a high level of detail and follow through
- Create reports, presentations, memo/communications and/or type up meeting notes
- Keep database and personal data/information up to date, safe and confidential always
- Update policies, procedures, and systems in a timely manner
- Some personal errands on behalf of the CEO will be needed from time to time

Qualifications:

- College or University Degree in Business Management, Certificate in Office Administration or related experience
- 3-5 years success as an Executive Assistant working with a multi-million-dollar business
- Platforms including Zoom, Webex, Microsoft Suite, and Google Suite (must have)

\$65,000 - \$75,000 a year

Apply Online at: <https://indeedhi.re/3PAjuZX>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 5/22/22

Grill/Sandwich Maker (Buckhead)

\$14 - \$18 an hour

Simmer Café / 3424 Peachtree Rd, Atlanta, GA 30326

<https://indeedhi.re/3LpltgG>

Dishwasher (Sandy Springs)

\$13 an hour

Sunnyside Pizzeria / 220 Sandy Springs Cir. Atlanta, Georgia 30328

<https://indeedhi.re/3MvbozS>

Part-Time Donor Team Member (Alpharetta)

\$10.75

Goodwill / 8560 Holcomb Bridge Rd, Alpharetta, GA 30022

<https://bit.ly/3NnYAeW>

PT Doorperson / Valet Attendant (Buckhead)

Waldorf Astoria / 3376 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3My0lGd>

Dishwasher (Roswell)

From \$14 an hour

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

<https://bit.ly/3acNviv>

Bellman / Shuttle Driver - PM (Roswell)

\$12 an hour

DoubleTree / 1075 Holcomb Bridge Road, Roswell, GA 30076

<https://bit.ly/3sMp95o>

Sandwich Builder PT (Sandy Springs)

\$13 - \$15 an hour

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/3sKFCqM>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/22/22

PT Housekeeper (Roswell)

\$13 an hour

Vickery Rose Retirement Resort / 295 E Crossville Rd, Roswell, GA 30075

<https://indeedhi.re/3yRgAKu>

Traffic Control Flagger (Dunwoody)

\$13.50 an hour

W.D. Wright Contracting Inc.

<https://bit.ly/3Npn8Eh>

Kitchen Helper / Dishwasher (Roswell)

Sanford Estates / 500 Walton Way, Roswell, GA 30076

<https://bit.ly/3PwaHsg>

Service Greeter/Valet (Roswell)

Nalley Audi / 11505 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3yPTWCr>

Breakfast Attendant PT (Perimeter)

\$11.00 - \$13.00 Hourly

AC Hotel Atlanta Perimeter / 40 Perimeter Center Pl, Dunwoody, GA 30346

<https://bit.ly/3adL5A9>

Dishwasher/Utility (Alpharetta)

Buca di Beppo / 2335 Mansell Rd, Alpharetta, GA 30022

<https://bit.ly/3wz09kI>

Party Host PT (Sandy Springs)

\$10 - \$12 an hour

Ready Set Fun / 6331 Roswell Rd NE, Sandy Springs, GA 30328

<https://indeedhi.re/3adMZkh>

Bell Captain (Buckhead)

The Whitley / 3434 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3lxnYTn>